

E-MAIL ALSPO J/04

Subj: TRANSFER OF ACCESSION RESPONSIBILITY FOR RESERVE ENLISTED BASIC INDOCTRINATION (REBI) MEMBERS

Ref: (a) [SDA-II User Manual, PSCINST M5231.2](#)
(b) [Reserve Policy Manual, COMDTINST M1001.28A](#)

Introduction This E-mail ALSPO announces the transfer of responsibility for Accessing Reserve Enlisted Basic Indoctrination (REBI) Members from the servicing SPO of the member's drilling duty unit to PERSRU/SPO TRACEN Cape May (Trainees).

Discussion Effective 1 April 2004, PERSRU/SPO TRACEN Cape May (Trainees) has assumed responsibility for accessing reserve members enlisted under the Reserve Direct Petty Officer (RX), and Prior Service Reserve Enlisted Members (RN and RQ) programs.

Procedure To assist with this transfer of accession responsibility, any future reserve enlistment packages (RX, RN, RQ programs) received from Recruiting Offices shall be immediately forwarded to TRACEN Cape May, at the following address:

COMMANDING OFFICER (RECRUIT PERSRU)
USCG TRAINING CENTER
1 MUNRO AVE
CAPE MAY NJ 08204-5001

Discharged Members With No Break in Service Accession responsibility for members discharged from the Coast Guard, and immediately enlisting **WITH NO BREAK IN SERVICE** under the RQ program in the Coast Guard Reserves will remain with the Servicing Personnel Office (SPO) at the time of Discharge. These members will not be attending REBI course in Cape May.

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**PERSRU/SPO
Responsibilities**

TRACEN Cape May (Trainees):

- Access and report member into Cape May upon receipt of the enlistment package (approximately 23 days prior to REBI class convening date).
- Input R-990 transaction, upon member's arrival for initial active duty for training (IADT).
- Complete Reserve Montgomery GI Bill transaction (If applicable).
- Forward documentation to PSC-MAS for payment of reserve bonuses (If applicable).
- Upon completion of REBI, depart member to drilling PDS.

Reserve Members Drilling Unit:

- Report member into first PDS.
 - Review JUMPS Segment 72 or LES to ensure member is paid for IADT performed at Cape May.
 - Provide follow-on pay service to the member.
 - Continue PDR maintenance.
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Questions

Questions regarding the content of this E-Mail ALSPO may be directed to PERSRU/SPO TRACEN Cape May (Trainees), e-mail address PERSRU7739, or PSC Customer Care at (866) 772-8724/(785) 339-2200, or by e-mail to PSCCustomerCare@hrc.uscg.mil.

Released by

Internet release authorized.

/s/
M. P. SULLIVAN
Executive Director
